

SECRET

DD/S 67-2297

MEMORANDUM FOR : Deputy Director for Support

SUBJECT : Space Requirements - Central Processing Branch

1. This memorandum submits a recommendation for your approval. This recommendation is contained in paragraph 4.

2. In 1966 when the Personal Property Section, then in the Passenger Movement Branch in the central Office of Logistics, transferred to the Office of Personnel and became a part of our Central Processing Branch (CPB), it was felt that some personnel savings might be accomplished from the merger. Unfortunately, at the time of the transfer there was no room then in the area occupied by the CPB for the new Personal Property Section. Unsuccessful in our request that adjoining space occupied by the Office of Medical Services be made available, we have operated with the Personal Property Section located away from the rest of CPB.

3. A smoother and more efficient performance of the travel function in the CPB could be achieved if some space could be found—either by complete relocation of this Branch or by expansion in the present area—to permit the complete integration of the Personal Property Section in the CPB. As some time has passed since our last request, it is our hope that changing circumstances now make it possible to acquire this space.

4. It is recommended that additional space be made available to the Central Processing Branch for the Personal Property Section.



25X1A

Emmett D. Echols
Director of Personnel

25X1A

The recommendation in paragraph 4 is approved.



for Deputy Director
for Support

8 May 67
Date

Central Processing is to have the space we looked at the other day. Ch. LSD/for will handle.

SECRET

Excluded from automatic
downgrading and
declassification

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UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	[REDACTED]	9 MAY 1967	[Signature]		
2	[REDACTED]				
3					
4					
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p>I don't think there is a surprise to you, but now it's official!</p> <p style="text-align: right;">[Signature]</p> <p style="text-align: right;">8 May 67</p> <p>25. EDE has seen.</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	